

GENERAL ORDERS, }

WAR DEPARTMENT,
ADJUTANT GENERAL'S OFFICE,

No. 165. }

Washington, June 5, 1863.

Under the law of 17th July, 1862, and Regulations of the Treasury Department in conformity therewith, the following rules for the rendition of accounts of the Quartermaster's Department are established, and all Regulations inconsistent therewith are revoked.

1st. All officers of the Quartermaster's Department who receive public money which they are not authorized to retain as salary, pay, or emolument, shall render their money accounts monthly, mailing or forwarding them addressed direct to the Third Auditor of the Treasury, at Washington, within ten days after the expiration of each successive month. The accounts and vouchers to be thus rendered, are: Forms Nos. 10 to 22 inclusive, and Nos. 48 to 50 of the Revised Regulations of the Army. These accounts and vouchers are to be made up in duplicate; one copy of each to be retained by the officer for his own protection, the other copy to be forwarded, as above required, direct to the Third Auditor, and not to the Quartermaster General.

2d. Whenever an officer ceases, from any reason, to be a disbursing officer, he will immediately render his final accounts, with vouchers, to the Third Auditor.

3d. Monthly reports and property returns will be forwarded, not to the treasury, but direct to the Quartermaster General. They will all be rendered monthly instead of quarterly, and will be mailed or otherwise forwarded within ten days after the expiration of each successive month.

The returns to be thus rendered are: Forms Nos. 1 to 9, Nos. 23 to 46, and Nos. 51 to 52, Revised Regulations. The returns, Forms Nos. 23 and 51, should always be made out in triplicate; all the other papers in duplicate only. One complete set of these returns, with vouchers, should be retained by the officer for his own protection; the rest to be sent to the Quartermaster General.

It will be observed that two copies of the returns, Forms 23 and 51, will thus be forwarded to the Quartermaster General, of which one only will be accompanied by abstracts and vouchers.

4th. Officers who are not doing duty as Quartermasters, who are not disbursing money, but who are responsible for public property received from the Quartermaster's Department, such as horses, clothing, camp and garrison equipage, &c., will only forward to the Quartermaster General the monthly returns of the property for which they are accountable, accompanied by vouchers. This includes company commanders, who should hereafter transmit their returns of clothing and other Quartermaster's property to the Quartermaster General monthly, instead of quarterly.

5th. All officers doing duty in the Quartermaster's Department are also required to make out and forward to the Quartermaster General, on the first day of each month, a personal report, giving their post office address and a statement of the duty upon which they have been employed since their last report.

BY ORDER OF THE SECRETARY OF WAR:

E. D. TOWNSEND,
Assistant Adjutant General.